UNITED
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Secretariat

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INFORMATION CIRCULAR

To: All members of delegations, staff and others working at United Nations Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: SECURITY ADVISORY RELATING TO LETTER AND PACKAGE BOMBS

1. As you are already aware, four letter bombs were recovered within the Headquarters premises in the past two days. These devices were defused by the New York Police Department bomb squad. For the foreseeable future, additional security measures have been implemented at Headquarters to identify and neutralize any future threats from such devices. While these security measures are comprehensive, the most effective security for all remains personal vigilance and caution.

2. Staff handling bulk mail on a routine basis and others concerned have already received additional training. A security advisory on letter and package bomb indicators is contained in the annex to the present circular and should be read closely by all concerned. This advisory should also be displayed in all office areas. The key message is to carefully scrutinize all mail, looking for any unusual aspects, using the indicators in the attached security advisory as guidelines. In case of any uncertainty about mail received at the Headquarters premises, please leave the item, ask everyone in the immediate vicinity to leave, and contact security on extension 3-6666.

3. We will keep you informed of any changes in this situation.

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Annex

SECURITY ADVISORY ON
Letter and Package Bomb Indicators

Indicators:

(1) Sender Unknown

(2) Unusual Endorsements/Restrictive markings such as: Confidential, Personal, etc.

(3) Foreign mail, Air mail and Special Delivery

(4) Excessive Postage

(5) Misspelling of common words

(6) Incorrect titles or names

(7) Distorted handwriting or poorly typed address

(8) Rigid or bulky package or envelope

(9) Strange odor/odd noise

(10) Titles without names

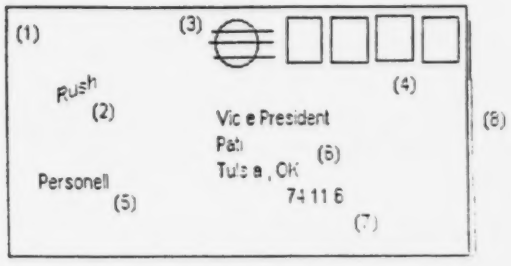
(11) Visual distractions

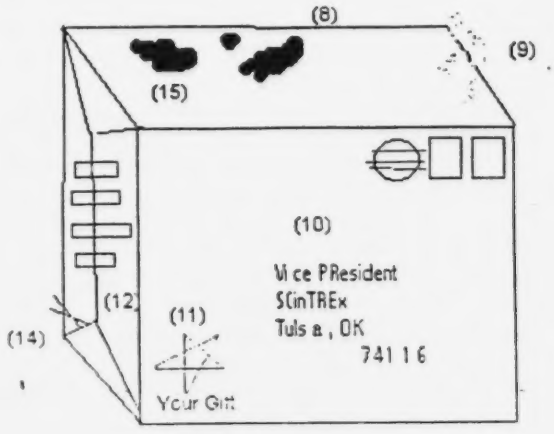
(12) Excessive securing material such as: masking tape, string, etc.

(13) Excessive weight

(14) Protruding wires

(15) Oily stains





Precautions:

(1) Never accept mail, especially packages, at your home in a foreign area.
(2) Make sure family members and clerical staff know to refuse all unexpected mail at home or office.
(3) Remember - **IT MAY BE A BOMB** - Treat It as Suspect

When a suspicious item is found:

(1) Isolate item
(2) Inform authorities
(3) Keep people away
(4) Open doors and windows
(5) Note circumstances of incident
(6) Avoid radio transmission
(7) Do not open
(8) Do not move or handle more than is absolutely necessary
(9) Do not place in water or confined space
(10) Do not smoke in vicinity